

# Zydus

## Recruitment Privacy Notice

### Introduction

Zydus Lifesciences Limited (hereafter referred to as “ZLL”, “Zydus”, “we”, “our”, “us”, “organization” or “company”) has issued this data privacy notice to describe how we handle personal data of the applicants (hereafter referred to as “You” and “Your”) for permanent and temporary positions at Zydus. We follow this privacy policy in accordance with applicable law in the places where we operate. In some cases, we may provide additional data privacy notices specific to certain services or regions.

We respect the data privacy rights of individuals and are committed to handling personal data appropriately and in accordance with applicable laws. It is important that you read this data privacy notice carefully as it sets out how we handle your personal data when you apply for a job or other role with us and the rights you have in connection with that data collected.

- a. **Purpose of collection:** We will only collect, store and use personal data about you where we have lawful basis. Lawful basis on which we would store and use your personal information includes obtaining consent from you for "legitimate interests" or “legitimate purpose” where processing is necessary by us to provide you with services and/or business purpose.
- b. **Data we collect:** Personal and sensitive personal information you provide to Zydus during recruitment such as name, birth date, age, gender, blood group, national identity number, driving license number, photographs, etc.);
- c. **Sharing of your information:** We allow access to your personal data only to those who require such access to perform their tasks and duties, and to contingent workers who have a legitimate purpose for accessing it. Whenever we allow a contingent worker to access your personal data, we will implement appropriate measures to ensure that the personal data is used in a manner consistent with this data privacy notice and that the confidentiality, availability and integrity of the personal data is maintained.
- d. **Retention and disposal of personal data:** We will only retain your personal information for as long as necessary to fulfill the purposes we collected it for, including the fulfillment of the contract, the initiation of a contract, or for the purposes of satisfying any legal, accounting, or other regulatory reporting requirements.
- e. **Data subject rights:** You shall have right to access, rectify, withdraw consent, restrict processing and erasure of your personal data processed by us.
- f. **Security measure to protect your personal data:** Wherever your personal information is transferred, stored or processed by us, we will take reasonable steps to safeguard the privacy of your personal information. Additionally, when using or disclosing personal information to third party vendors we use standard contractual clauses approved by the applicable law
- g. **Changes to policy:** Any changes we make in our Privacy Policy will be effective immediately on notice, which we may give by posting the new policy on the “Site”. Your use of the Site or services offered through the Site after such notice will be deemed acceptance of such changes. We may also make reasonable efforts to inform you via electronic mail.

By providing personal information to us as part of the recruitment process at Zydus, you are expressly and voluntarily accepting the terms and conditions and freely accepting and agreeing to our processing of your personal information

If you have any questions or concerns about our processing of your personal data, then please contact us using [dpo@zyduslife.com](mailto:dpo@zyduslife.com).

**Consent**

<checkbox> By selecting the checkbox, you are expressly and voluntarily accepting the terms and conditions and freely accepting and agreeing to our processing of your personal information.

Please click [here](#) to refer to the detailed recruitment privacy notice.